

## PERSONNEL FILE REVIEW LOG

[illegible]

**Domingo Sanchez, III**

Santa Fe, NM 87505 • domingosanchez@msn.com • (505) 570-0162

May 5, 2017

Mr. Richard Bailey, President  
Northern New Mexico College  
921 Paseo de Oñate  
Española, NM 87532

Dear Mr. Bailey:

This letter shall serve as the official notice of my intent to retire from my position as Vice President for Finance and Administration for Northern New Mexico College (College), effective June 30, 2017.

I would like to thank the faculty, staff and Board of Regents for the opportunity to work with the College and wish all of you well in the upcoming fiscal year.

Sincerely,

A handwritten signature in cursive script that reads "Domingo Sánchez, III". The signature is written in dark ink and is positioned below the word "Sincerely,".

Domingo Sánchez, III

## NORTHERN New Mexico College



## NNMC Network Access Authorization Form

## CHECK ONE

- ☐ Establish Employee  
☐ Modify Employee  
☒ Inactivate Employee

Start Date: \_\_\_\_\_  
 Change Date: \_\_\_\_\_  
 Inactivate Date: 6/30/2017 after 5:00 p

## EMPLOYEE INFORMATION

Print Name:	Domingo Sanchez	Banner ID:	000059743
Department:	Finance	Title:	Vice President for Finance
Supervisor:	Richard Bailey	Contact Phone:	505-747-2143
Email:	domingo_sanchez@nnmc.edu		

## IT Department/Network Responsibilities

Check all that apply:

<input type="checkbox"/> Banner ID:	<input type="checkbox"/> Broadcast/Faculty/Staff list:
<input type="checkbox"/> Email Address:	<input type="checkbox"/> Banner eMail (GOAEMAL):
<input type="checkbox"/> Active Directory Access (NNMC Network):	<input type="checkbox"/> Regroup Emergency Notification Software:
<input type="checkbox"/> Web Directory:	<input type="checkbox"/> CoNetrix Vendor Management Software:
<input type="checkbox"/> Shortel Phone System:	<input type="checkbox"/> Copiers:
<input type="checkbox"/> Communicator:	<input type="checkbox"/> Remote Access to the NNMC Network:
<input type="checkbox"/> WASP Inventory System:	<input type="checkbox"/> Security System (Avigilon):
<input type="checkbox"/> Computer/Phone Equipment :	<input type="checkbox"/> Banner Self-Service Access (PEAEMPL)
<input type="checkbox"/> Other:	<input type="checkbox"/>

## Special Instructions or Notes:

Mr. Sanchez's last day of employment is June 30, 2017.

Approved by:

*Donna M. Castro* emailed to IT on 6/20/17

For IT use only:

Assigned To:	Date:
Signature:	Completed on:



NORTHERN NEW MEXICO COLLEGE  
921 Paseo de Oñate  
Española, New Mexico 87532

### CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while under the employment of Northern New Mexico College.

DOMINGO SANCHEZ, III

Please Print First and Last Name

1/3/12

Date

*Domingo Sanchez*

Signature



**Domingo Sanchez, III**

• domingosanchez@msn.com •

May 5, 2017

Mr. Richard Bailey, President  
Northern New Mexico College  
921 Paseo de Oñate  
Española, NM 87532

Dear Mr. Bailey:

This letter shall serve as the official notice of my intent to retire from my position as Vice President for Finance and Administration for Northern New Mexico College (College), effective June 30, 2017.

I would like to thank the faculty, staff and Board of Regents for the opportunity to work with the College and wish all of you well in the upcoming fiscal year.

Sincerely,



Domingo Sánchez, III



# Human Resources Personnel Action Form

Form: PAF Created: Aug2013  
Revised: 05/16/16  
HR Drive/Forms

Today's Date: 10/19/2016

Proposed Effective Date: 10/01/16

Effective Date: 10/01/16

Action Request: **Employee Status:** Stipend

**Position Status:** Choose an Action

## Personnel Information: \*Required for employee actions

\*Employee Name: Domingo Sanchez III \*Banner ID: 000059743 Social Security: [REDACTED] DOB: [REDACTED] 58 Gender: Male

Address: [REDACTED] Phone #: [REDACTED] Ethnicity: Hispanic Highest Degree: BS

Emergency Contact Name: Phone #: Address: Relationship:

If transfer

Transfer from Position Number:

Transfer To Position Number :

Union Eligible: Yes ☐ No ☒

## Position Information

Ad Request: Internal ☐ External ☐ Number of Days: Previous Incumbent: (If applicable) Name: Banner ID:

Salary Range: From: To: Indicate where to advertise:

Hiring Chair: Faculty: Non Tenure Track ☐ Tenure Track ☐ Tenured ☐

New Position ☐ Vacant Position ☐ Faculty ☐ Staff ☒ Student ☐ Work Study ☐ Regular ☐ Temp ☒ Term ☐ Other ☐

Full Time ☒ Part Time ☐ Other ☐ Non FLSA Covered (Salaried Position) ☒ FLSA Covered (Time Sheets Required) ☐ Time Sheet Required ☐

Job Title: Interim President

Position Number: 9PRZ81

Department Name: President's Office

Reporting Official: Board of Regents (Rosario Garcia)

Campus Location: Espanola ☒ El Rito ☐

Office Phone: 747-2100

Funding Source: I&G ☒ Grant ☐ Other ☐

Grant Program Name:

Contract Term:

Staff: 12 mos ☐ Other ☐

Faculty: 9 mos ☐ 10 mos ☐ 11 mos ☐ 12 mos ☐

Student: Currently Work Study: Yes ☐ No ☐

Account/Grant/Program No: 11000-1005-61303-131

FTE:

Amount: \$ 833.33

Account/Grant/Program No:

FTE:

Amount: \$

(Must Equal Contract or Estimated Amount) Total: \$ 833.33

Notes: Payment remaining Stipend amount for Interim President assuming the Presidential duties at \$1666.67 per month compensation. Will terminate on 10/5/16.

## Compensation

Start Date: 10/01/16 Pro-rated Amount: \$ Total Hours Authorized:  
End Date: 10/15/16 Annual Amount: \$ Weekly Hours Authorized:  
Probation Ends: Stipend: \$ 833.33 Hourly Rate: \$  
Total Contract: \$ (if applicable)  
Total Estimated: \$

Current Salary: \$ Proposed Salary: \$ Salary Increase \$ Percentage:

Budget Check: [Signature] Job Title: Budget Analyst Date: 10-25-16

Completed by: Nanette De La Torre Job Title: Business Operations Specialist Phone: 747-2257 Date: 10/19/16

Employee Signature: Domingo Sanchez III

Date: 10/20/16

Supervisor Signature:

Date:

Executive Signature: [Signature]

Date: 10/25/16

# NORTHERN New Mexico College



## STAFF CONTRACT

Northern New Mexico College hereby employs Domingo Sanchez, III for the position of Vice-President for Finance & Administration for the 2016-2017 fiscal year, or a portion thereof, beginning on July 1, 2016 and ending June 30, 2017 at a pro-rated base salary of \$153,772.50 per contract term, for the services of the staff member, payable in semi-monthly installments, less required or authorized deductions. (Annualized salary amount \$153,772.50.)

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new staff members shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary employee is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

**TERMINATION OF CONTRACT FOR NON-PROBATIONARY EMPLOYEES:** Non-probationary staff contract may be terminated by Northern New Mexico College for cause, including, but not limited to, unsatisfactory work performance, incompetency, insubordination, inability to perform the required duties, or as a result of decreased student enrollment, reduction in revenues or an elimination or modification of educational programs, or departments, or for any other just cause. In the event the College terminates this agreement for cause, the College shall provide the staff member with a reasonable written notice and the staff member may be paid his/her regular salary for actual hours worked up to the date of termination in accordance with state and federal wage and hour regulations, less any required and voluntary withholdings.

**RESIGNATION OF CONTRACT BY EMPLOYEE:** In the event the staff member decides to resign, a written resignation must be submitted to Northern New Mexico College as soon as possible, preferably no less than two (2) weeks prior to the effective date of proposed separation. The College may request that the staff member

continue to perform his/her duties during this notice period and the staff member may be paid his/her regular salary for actual hours worked up to the date of separation in accordance with state and federal wage and hour regulations less any required and voluntary withholdings.

**CONTRACT ACCEPTANCE:** *I certify that I have read, understand, and am in agreement with the terms and conditions as set forth in this employment contract.*

Domingo Sanchez, III

Domingo Sanchez III      6/30/16  
Staff Signature      Date

\_\_\_\_\_  
President      Date

Banner ID: 000059743



# Human Resources Personnel Action Form

Form: PAF Created: Aug2013  
Revised: 05/16/16  
HR Drive/Forms

Today's Date : 6/14/2016

Proposed Effective Date: 7/1/2016

Effective Date: 7/1/2016

Action Request: **Employee Status:** Contract Renewal

**Position Status:** Choose an Action

## Personnel Information: \*Required for employee actions

\*Employee Name: Domingo Sanchez III \*Banner ID: 59743 Social Security: [REDACTED] DOB: [REDACTED] 1958 Gender: Male

Address: [REDACTED] Phone #: [REDACTED] Ethnicity: Hispanic Highest Degree: BS

Emergency Contact Name: Phone #: Address: Relationship:

If transfer

Transfer from Position Number:

Transfer To Position Number :

Union Eligible: Yes ☐ No ☒

## Position Information

Ad Request: Internal ☐ External ☐ Number of Days: Advertisements will be posted for a minimum of five days.

Previous Incumbent: (If applicable)  
Name: Banner ID:

Salary Range: From: To: Indicate where to advertise:

Hiring Chair: Faculty: Non Tenure Track ☐ Tenure Track ☐ Tenured ☐

New Position ☐ Vacant Position ☐ Faculty ☐ Staff ☒ Student ☐ Work Study ☐ Regular ☒ Temp ☐ Term ☐ Other ☐

Full Time ☒ Part Time ☐ Other ☐ Non FLSA Covered (Salaried Position) ☒ FLSA Covered (Time Sheets Required) ☐ Time Sheet Required ☐

Job Title: VP for Finance & Administration

Position Number: 2FOB00

Department Name: Chief Financial Officer

Reporting Official: President

Campus Location: Espanola ☒ El Rito ☐

Office Phone: 9505) 747-2190

Funding Source: I&G ☒ Grant ☐ Other ☐

Contract Term:

Grant Program Name:

Staff: 12 mos ☒ Other ☐

Grant Expiration Date:

Faculty: 9 mos ☒ 10 mos ☐ 11 mos ☐ 12 mos ☐

Student: Currently Work Study: Yes ☐ No ☒

Account/Grant/Program No: 11000-1020-61301-131

FTE: 1.00

Amount: \$ 153,772.50

Account/Grant/Program No:

FTE:

Amount: \$

(Must Equal Contract or Estimated Amount) Total: \$ 153,772.50

Notes:

## Compensation

Start Date: 7/1/2016

Pro-rated Amount: \$

Total Hours Authorized:

End Date: 6/30/2017

Annual Amount: \$ 153,772.50

Weekly Hours Authorized:

Probation Ends:

Stipend: \$

Hourly Rate: \$

Total Contract: \$ 153,772.50

(if applicable)

Total Estimated: \$

Current Salary: \$

Proposed Salary: \$

Salary Increase \$

Percentage:

Budget Check:

Job Title:

Date:

Completed by:

Job Title:

Phone:

Date:

Employee Signature: *Domingo Sanchez*

Date: 6/30/16

Supervisor Signature:

Date:

Executive Signature: *[Signature]*

Date: 7/1/16



# Human Resources Personnel Action Form

Form: PAF Created: Aug2013  
Revised: 05/16/16  
HR Drive/Forms

Today's Date : 6/30/2016

Proposed Effective Date: 07/01/16

Effective Date: 07/01/16

Action Request: Employee Status: Stipend

Position Status: Choose an Action

## Personnel Information: \*Required for employee actions

\*Employee Name: Domingo Sanchez III \*Banner ID: 000059743 Social Security: [REDACTED] DOB: [REDACTED] 58 Gender: Male

Address: [REDACTED] Phone #: [REDACTED] Ethnicity: Hispanic Highest Degree: BS

Emergency Contact Name: Phone #: Address: Relationship:

If transfer

Transfer from Position Number:

Transfer To Position Number :

Union Eligible: Yes ☐ No ☒

## Position Information

Ad Request: Internal ☐ External ☐ Number of Days:  
Advertisements will be posted for a minimum of five days.

Previous Incumbent: (If applicable)  
Name: Banner ID:

Salary Range: From: To: Indicate where to advertise:

Hiring Chair: Faculty: Non Tenure Track ☐ Tenure Track ☐ Tenured ☐

New Position ☐ Vacant Position ☐ Faculty ☐ Staff ☒ Student ☐ Work Study ☐ Regular ☐ Temp ☒ Term ☐ Other ☐

Full Time ☒ Part Time ☐ Other ☐ Non FLSA Covered (Salaried Position) ☒ FLSA Covered (Time Sheets Required) ☐ Time Sheet Required ☐

Job Title: Interim President

Position Number: 9PRZ81

Department Name: President's Office

Reporting Official: Board of Regents (Rosario Garcia)

Campus Location: Espanola ☒ El Rito ☐

Office Phone: 747-2100

Funding Source: I&G ☒ Grant ☐ Other ☐

Contract Term:

Grant Program Name:

Staff: 12 mos ☐ Other ☒

Grant Expiration Date:

Faculty: 9 mos ☐ 10 mos ☐ 11 mos ☐ 12 mos ☐

Account/Grant/Program No: 11000-1005-61303-131

FTE:

Amount: \$ 5000.01

Account/Grant/Program No:

FTE:

Amount: \$

(Must Equal Contract or Estimated Amount) Total: \$ 5000.01

Notes: Employee has been appointed as Interim President assuming the Presidential duties at \$1666.67 per month compensation.

## Compensation

Start Date: 07/01/16

Pro-rated Amount: \$

Total Hours Authorized:

End Date: 09/30/16

Annual Amount: \$

Weekly Hours Authorized:

Probation Ends:

Stipend: \$ 5000.01

Hourly Rate: \$

Total Contract: \$

(if applicable)

Total Estimated: \$

Current Salary: \$

Proposed Salary: \$

Salary Increase \$

Percentage:

Budget Check:

Job Title:

Date:

Completed by: Nanette De La Torre

Job Title: Business Operations Spec

Phone: 747-2257

Date: 06/30/16

Employee Signature: Domingo Sanchez III

Date: 6/30/16

Supervisor Signature:

Date:

Executive Signature:

Date: 7/6/16



12/10/15

Regent Garcia requested an Executive Session asked for a Motion to go to Executive Session. Regent Martinez requested a break before going into Executive Session. The Board of Regents took a break at 4:20PM and returned at 4:30PM.

**V. EXECUTIVE SESSION**

Regent Garcia requested a Motion and Roll Call Vote to go into Executive Session. Regent Powers moved to go into Executive Session to discuss:

(1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;

(2) Bargaining strategy preliminary to collective bargaining;

(3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant;

Pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5) & (7) as they pertain to those items exclusive of the Real Estate acquisition or disposal.

Regent Martinez seconded the Motion. A Roll Call Vote was taken - Regent Martinez - yes, Regent DeHerrera - yes, Regent Garcia - yes. The Board of Regents entered into Executive Session at 4:30PM. Regent Garcia asked that only Tony Ortiz, Legal Counsel for the Board of Regents remain in Executive Session.

**VI. POSSIBLE ACTION ON EXECUTIVE SESSION**

Regent Garcia called the Board of Regents to the normal meeting and requested a Roll Call Vote to return. Regent Powers moved that the Board of Regents move out of Executive Session back to Open Session. Only the items indicated on the Agenda for the Executive Session were discussed. A Roll Call Vote was taken - Regent Martinez - yes, Regent Powers - yes, Regent DeHerrera - yes, Regent Garcia - yes.

Regent Moved that the Northern New Mexico Board of Regents agree to an adopt the changes to President Barceló's contract as outlined in the negotiated release from the employment contract attached to the minutes of this meeting. Motion passed unanimously.

Regent DeHerrera moved that Domingo Sanchez, Vice President for Finance and Administration be appointed as Interim President of Northern New Mexico College beginning January 1, 2016. Motion passed unanimously.

Regent Garcia stated tonight the Northern New Mexico College Regents and President Nancy Barceló agreed together that President Barceló will leave her leadership position with the College on the last day of December. Originally, President Barceló was scheduled to end her presidency in June of 2016. She requested the opportunity to leave early to begin her sabbatical sooner. The Regents and President Barceló agree that accelerating the date in which President Barceló would start her sabbatical is in the best interests of the College and President Barceló. Domingo Sanchez, currently Vice President for Finance and Administration, will serve as Interim President during the College's current search for President Barceló's successor.

12/21/15

asked if this is going to be a concern that the Board of Regents will have. Regent Garcia stated Tim Crone is not on there. Regent DeHerrera asked if this was a concern. Regent Garcia stated It is not.

Dr. Prather stated the names of the committees have not been released because the names had come from the three constituencies; internal constituencies and the students were worked with to identify theirs. They have a student leadership who represent the student advisory team, the faculty provided their own list from a November memo that they had already anticipated this and the administrative and staff team was developed, very nicely, with President Sanchez' help and Amy Pena's support to identify people who had volunteered in an earlier survey that was done of the faculty and staff. These are three very representative groups right now that the Regents have had no direct role in selecting. The Board of Regents has allowed the staff, faculty and students to pick the people they would like to have participated in this process. With this, Dr. Prather requested Board of Regents approval of this list and it will constitute the four advisory teams in preparation for a meeting on the 14th.

Regent DeHerrera asked if there is someone from the Acequia Association as well. Regent Garcia stated Mr. Trujillo and she would get that information for the committee list. Regent Garcia will answer them and tell them. Regent Powers stated the Board of Regents has the list it has so far plus the two just added plus the one from the Acequia Association.

**Regent Powers moved to approve the list for the Administrative and Staff Team, the Faculty Team, the Student Team and the Community Team as the Board of Regents has in front of them. It will be provided to the public the list of names without contact information for immediate release. Motion passed.**

Dr. Prather stated this concludes his work with the Board of Regents for this meeting.

**V. EXECUTIVE SESSION**

Regent Garcia stated the Board of Regents could wait on Executive Session. The Board does not have legal and wanted to talk about the contract on the next President. This way when it goes to advertisement and start, the Board of Regents has it at least started on what the Board of Regents wants to do. Regent Powers stated the Board of Regents should go in and at least get some bullets and maybe get a running start on it.

Regent Martinez moved to enter into Executive moved to enter into Executive Session pursuant to provisions of NMSA 1978 Section 10-15-1(H)(2)(5)(7) & (8). Roll call vote was taken. Regent Martinez - yes, Regent Powers - yes, Regent DeHerrera - yes, Regent Garcia - yes. The Board of Regents entered into Executive Session. The Board of Regents entered into Executive Session at 3:06p.m.

**VI. POSSIBLE ACTION ON EXECUTIVE SESSION**

Regent Garcia moved that the Board return from Executive Session. A Roll Call vote was taken – Regent DeHerrera – yes, Regent Powers – yes, Regent Martinez – yes, Regent Garcia – yes. The Board of Regents returned from Executive Session at 4:04PM.

Regent Martinez stated in closed session the Board of Regents discussed and agreed to provide Mr. Domingo Sanchez a stipend of \$1,666.67 per month. This stipend is due to Mr. Sanchez being appointed as interim President and he has taken on additional responsibility above those already tasked to him as Vice President of Finance & Administration. The stipend will continue until such time that a new President is hired. Regent Garcia asked for a vote. Regent Garcia - yes, Regent DeHerrera - yes, Regent Powers - yes, Regent Martinez - yes.





# Human Resources Personnel Action Form

Form: PAF Created:  
Aug2013 Revised: 08/31/15  
HR Drive/Forms

Today's Date : 1/5/2016

Proposed Effective Date: 01/01/2016

Effective Date: 01/01/16

Action Request: Employee Status: Stipend

Position Status: Choose an Action

## Personnel Information: \*Required for employee actions

*Employee Name: Domingo Sanchez, III	*Banner ID: 000059743	Social Security: [REDACTED]	DOB: [REDACTED] 58	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]	Ethnicity: Hispanic	Highest Degree: BS	
Emergency Contact Name:	Phone #:	Address:	Relationship:	
If transfer	Transfer from Position Number:		Transfer To Position Number :	Union Eligible: Yes <input type="radio"/> No <input checked="" type="radio"/>

## Position Information


Ad Request: Internal <input type="radio"/> External <input type="radio"/> Number of Days: [REDACTED]	Previous Incumbent: (If applicable) Name: [REDACTED]	Banner ID: [REDACTED]
Salary Range: From: [REDACTED] To: [REDACTED]	Indicate where to advertise:	
Hiring Chair:	Faculty: Non Tenure Track <input checked="" type="radio"/> Tenure Track <input type="radio"/> Tenured <input type="radio"/>	
New Position <input type="radio"/> Vacant Position <input type="radio"/>	Faculty <input type="radio"/> Staff <input checked="" type="radio"/> Student <input type="radio"/> Work Study <input type="radio"/>	Regular <input type="radio"/> Temp <input checked="" type="radio"/> Term <input type="radio"/>
Full Time <input checked="" type="radio"/> Part Time <input type="radio"/>	Non FLSA Covered (Salaried Position) <input checked="" type="radio"/> FLSA Covered (Time Sheets Required) <input type="radio"/>	<input type="radio"/> Time Sheet Required
Job Title: Interim President	Position Number: 9PRZ81	
Department Name: President's Office	Reporting Official: Board of Regents (Chayo)	
Campus Location: Espanola <input checked="" type="radio"/> El Rito <input type="radio"/>	Office Phone: 505-747-2100	
Funding Source: I&G <input checked="" type="radio"/> Grant <input type="radio"/> Other <input type="radio"/>	Contract Term:	
Grant Program Name:	Staff: 12 mos <input type="radio"/> Other <input checked="" type="radio"/>	
Grant Expiration Date:	Faculty: 9 mos <input type="radio"/> 10 mos <input type="radio"/> 11 mos <input type="radio"/> 12 mos <input type="radio"/>	
Account/Grant/Program No: 11000 1005 61303 131	FTE: [REDACTED]	Amount: \$ 10,000.02
Account/Grant/Program No:	FTE: [REDACTED]	Amount: \$ [REDACTED]
(Must Equal Contract or Estimated Amount)		Total: \$ 10,000.02

Notes: Employee has been appointed as Interim President assuming the Presidential duties until the position is filled. \$1,666.67 per month compensation.

## Compensation

Start Date: 01/01/2016	Pro-rated Amount: \$ [REDACTED]	Total Hours Authorized:
End Date: 06/30/2016	Annual Amount: \$ [REDACTED]	Weekly Hours Authorized:
Probation Ends:	Stipend: \$ 10,000.02	Hourly Rate: \$ [REDACTED] (If applicable)
	Total Contract: \$ 10,000.02	Total Estimated: \$ [REDACTED]
Current Salary: \$ [REDACTED]	Proposed Salary: \$ [REDACTED]	Salary Increase \$ [REDACTED] Percentage: [REDACTED]
Budget Check: [Signature]	Job Title: Budget Analyst	Date: 1-12-16
Completed by: Antoinette Jiron	Job Title: HR Generalist	Phone: Ext. 2162 Date: 01/05/2016

Employee Signature:	Date:
Supervisor Signature:	Date:
Executive Signature: [Signature]	Date: 1/26/16

 <b>NORTHERN</b> Human Resources Department	<h1 style="margin: 0;">Human Resources</h1> <h2 style="margin: 0;">Personnel Action Form</h2>	Form: PAF Developed: 8/23/13 Rev: 06/14/14
Today's Date: 11/10/2015      Proposed Effective Date: 11/10/2015      Effective Date: 11/10/2015		
<b>Action Request: Employee Status: Correction      Position Status: Choose an Action</b>		
<b>Personnel Information:</b> *Required for employee actions		
*Employee Name: Domingo Sanchez III	*Banner ID: 000059743	Social Security: [REDACTED]
DOB: [REDACTED] 1958	Gender: Male	
Address: [REDACTED]	Phone #: [REDACTED]	Ethnicity: Hispanic
Highest Degree: BS		
Emergency Contact Name:	Phone #: ( ) -	Address:
Relationship:		
If transfer	Transfer from Position Number:	Transfer To Position Number :
Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>Position Information</b>			
Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ <small>Advertisements will be posted for a minimum of five days.</small>		Previous Incumbent: (if applicable) Name: _____ Banner ID: _____	
Hiring Chair: _____		Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp <input type="checkbox"/> Term	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)	<input type="checkbox"/> Time Sheet Required
Job Title: Vice Pres for Finance & Admin		Position Number: 2FOB00	
Department Name: Chief Financial Officer		Reporting Official: President Barcelo	
Campus Location: <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: (505) 747-2190	
Funding Source: <input checked="" type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____ Grant Program Name: _____ Grant Expiration Date: <small>Click here to enter a date.</small>		Contract Term: Staff: <input checked="" type="checkbox"/> 12 mos Other _____ Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Grant/Program No: 11000 1020 61301 131	FTE: 1.00	Amount: \$	
Account/Grant/Program No:	FTE:	Amount: \$	
(Must Equal Contract or Estimated Amount)		Total: \$ 0.00	
Notes: Correct social security on PAF and in banner.			

<b>Compensation</b>			
Start Date: 11/10/2015  End Date:  Probation Ends: <small>Click here to enter a date.</small>	Salary Amount: \$  Stipends: \$  Other: \$  Total Contract: \$ 0.00      Paid on a pro-rated basis		Total Hours Authorized:  Weekly Hours Authorized:  Hourly Rate: \$ (if applicable) Total Estimated: \$ 0.00
	Salary Range: From: \$      To: \$		
	Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00      Percentage: !Zero Divide
	Budget Check:	Job Title:	Date: <small>Click here to enter a date.</small>
Completed By: Nicole Fresquez	Job Title: HR Analyst	Phone: (505) 747-5483	Date: 11/10/2015
Employee Signature: <i>Domingo Sanchez III</i>		Date: <i>11/10/15</i>	
Executive Signature:		Date:	

# NORTHERN New Mexico College



## STAFF CONTRACT

Northern New Mexico College hereby employs Domingo Sanchez, III for the position of Vice-President for Finance & Administration for the 2015-2016 fiscal year, or a portion thereof, beginning on July 1, 2015 and ending June 30, 2016 at a pro-rated base salary of \$153,772.50 per contract term, for the services of the staff member, payable in semi-monthly installments, less required or authorized deductions. (Annualized salary amount \$153,772.50.)

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new staff members shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary employee is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

**TERMINATION OF CONTRACT FOR NON-PROBATIONARY EMPLOYEES:** Non-probationary staff contract may be terminated by Northern New Mexico College for cause, including, but not limited to, unsatisfactory work performance, incompetency, insubordination, inability to perform the required duties, or as a result of decreased student enrollment, reduction in revenues or an elimination or modification of educational programs, or departments, or for any other just cause. In the event the College terminates this agreement for cause, the College shall provide the staff member with a reasonable written notice and the staff member may be paid his/her regular salary for actual hours worked up to the date of termination in accordance with state and federal wage and hour regulations, less any required and voluntary withholdings.

**RESIGNATION OF CONTRACT BY EMPLOYEE:** In the event the staff member decides to resign, a written resignation must be submitted to Northern New Mexico College as soon as possible, preferably no less than two (2) weeks prior to the effective date of proposed separation. The College may request that the staff member

continue to perform his/her duties during this notice period and the staff member may be paid his/her regular salary for actual hours worked up to the date of separation in accordance with state and federal wage and hour regulations less any required and voluntary withholdings.

**CONTRACT ACCEPTANCE:** *I certify that I have read, understand, and am in agreement with the terms and conditions as set forth in this employment contract.*

Domingo Sanchez, III

Domingo Sanchez III      6/25/15  
Staff Signature      Date

Nay Barrios      7/7/15  
President      Date

Banner ID: 000059743

# Human Resources Personnel Action Form

Today's Date: 6/1/2015

Proposed Effective Date: 7/1/2015

Effective Date: 7/1/2015

Action Request: **Employee Status: Contract Renewal**

Position Status: **Choose an Action**

**Personnel Information:** \*Required for employee actions

<b>*Employee Name:</b> Domingo Sanchez III	<b>*Banner ID:</b> 000059743	<b>Social Security:</b> [REDACTED]	<b>DOB:</b> [REDACTED] 1958	<b>Gender:</b> Male
<b>Address:</b> [REDACTED]	<b>Phone #:</b> [REDACTED]		<b>Ethnicity:</b> Hispanic	<b>Highest Degree:</b> BS
<b>Emergency Contact Name:</b>	<b>Phone #:</b> ( ) -	<b>Address:</b>	<b>Relationship:</b>	
<b>If transfer</b>				
<b>Transfer from Position Number:</b>	<b>Transfer To Position Number :</b>	<b>Union Eligible:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Position Information**

<b>Ad Request:</b> <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	<b>Previous Incumbent: (if applicable)</b> <b>Name:</b>	<b>Banner ID:</b> _____
<b>Hiring Chair:</b> _____	<b>Faculty:</b> <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp <input type="checkbox"/> Term
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)
<b>Job Title:</b> Vice Pres for Finance & Admin		<b>Position Number:</b> 2FOB00 ✓
<b>Department Name:</b> Chief Financial Officer		<b>Reporting Official:</b> President Barcelo
<b>Campus Location:</b> <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		<b>Office Phone:</b> (505) 747-2190
<b>Funding Source:</b> <input checked="" type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	<b>Contract Term:</b>	
<b>Grant Program Name:</b>	<b>Staff:</b> <input checked="" type="checkbox"/> 12 mos Other _____	
<b>Grant Expiration Date:</b> Click here to enter a date.	<b>Faculty:</b> <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
	<b>Student:</b> <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Account/Grant/Program No:</b> 11000 1020 61301 131	<b>FTE:</b> 1.00	<b>Amount:</b> \$ 153,772.50
<b>Account/Grant/Program No:</b>	<b>FTE:</b>	<b>Amount:</b> \$
<b>(Must Equal Contract or Estimated Amount)</b>		<b>Total: \$ 153,772.50</b>
<b>Notes:</b>		

**Compensation**

<b>Start Date:</b> 7/1/2015	<b>Salary Amount:</b> \$ 153,772.50 Paid on a pro-rated basis	<b>Total Hours Authorized:</b>
<b>End Date:</b> 6/30/2016	<b>Stipends:</b> \$	<b>Weekly Hours Authorized:</b>
<b>Probation Ends:</b> Click here to enter a date.	<b>Other:</b> \$	<b>Hourly Rate:</b> \$
	<b>Total Contract:</b> \$ 153,772.50 Paid on a pro-rated basis	<b>(if applicable)</b>
		<b>Total Estimated:</b> \$ 0.00
<b>Salary Range:</b> From: \$		<b>To: \$</b>
<b>Current Salary:</b> \$	<b>Proposed Salary:</b> \$	<b>Salary Increase:</b> \$ 0.00
		<b>Percentage:</b> 1Zero Divide
<b>Budget Check:</b> <i>Scotto &amp; O'Leary</i>	<b>Job Title:</b> <i>Budget Analyst</i>	<b>Date:</b> Click here to enter a date: 6/19/15
<b>Completed By:</b> Nicole Fresquez	<b>Job Title:</b> HR Analyst	<b>Phone:</b> (505) 747-5483
		<b>Date:</b> 6/1/2015
<b>Employee Signature:</b> <i>Domingo Sanchez III</i>		<b>Date:</b> 6/25/15

Executive Signature:

Nancy B. ...

Date:

7.8.2015



# NORTHERN New Mexico College



## STAFF CONTRACT

Northern New Mexico College hereby employs **Domingo Sanchez III** for the position of **Vice President for Finance & Administration** for the **2014-2015** fiscal year, or a portion thereof, beginning on **July 1, 2014** and ending **June 30, 2015** at a pro-rated base salary of **\$153,772.50** per contract term, for the services of the staff member, payable in **24** installments on a semi-monthly basis, less required or authorized deductions. (Annualized salary amount **\$153,772.50**)

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.


All new staff members shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary employee is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.


**TERMINATION OF CONTRACT FOR NON-PROBATIONARY EMPLOYEES:** Non-probationary staff contract may be terminated by Northern New Mexico College for cause, including, but not limited to, unsatisfactory work performance, incompetency, insubordination, inability to perform the required duties, or as a result of decreased student enrollment, reduction in revenues or an elimination or modification of educational programs, or departments, or for any other just cause. In the event the College terminates this agreement for cause, the College shall provide the staff member with a reasonable written notice and the staff member may be paid his/her regular salary for actual hours worked up to the date of termination in accordance with state and federal wage and hour regulations, less any required and voluntary withholdings.

**RESIGNATION OF CONTRACT BY EMPLOYEE:** In the event the staff member decides to resign, a written resignation must be submitted to Northern New Mexico College as soon as possible, preferably no less than two (2) weeks prior to the effective date of proposed separation. The College may request that the staff member

continue to perform his/her duties during this notice period and the staff member may be paid his/her regular salary for actual hours worked up to the date of separation in accordance with state and federal wage and hour regulations less any required and voluntary withholdings.

**CONTRACT ACCEPTANCE:** *I certify that I have read, understand, and am in agreement with the terms and conditions as set forth in this employment contract.*

      6/24/14  
Staff Signature      Date

      7-7-14  
President      Date

Banner ID: 000059743





**NORTHERN**  
Human Resources Department

# Human Resources Personnel Action Form

Form: PAF  
Developed: 8/23/13  
Rev: 06/14/14

Today's Date: 6/14/2014

Proposed Effective Date: 7/1/2014

Effective Date: 7/1/2014

Action Request: Employee Status: **Contract Renewal**

Position Status: **Choose an Action**

**Personnel Information:** \*Required for employee actions

*Employee Name: Domingo Sanchez III	*Banner ID: 000059743	Social Security: [REDACTED]	DOB: [REDACTED] 1958	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: Hispanic	Highest Degree: BS
Emergency Contact Name:	Phone #: ( ) -	Address:	Relationship:	
If transfer				
Transfer from Position Number:	Transfer To Position Number :	Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Position Information**

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	Previous Incumbent: (If applicable) Name: _____	Banner ID: _____
Hiring Chair: _____	Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp <input type="checkbox"/> Term
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)
Job Title: Vice Pres for Finance & Admin		Position Number: 2FOB00
Department Name: Chief Financial Officer		Reporting Official: Dr. Barcelo
Campus Location: <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: (505) -
Funding Source: <input checked="" type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	Contract Term:	
Grant Program Name:	Staff: <input checked="" type="checkbox"/> 12 mos Other _____	
Grant Expiration Date: Click here to enter a date.	Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
	Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Grant/Program No: 11000 1020 61301 131	FTE: 1.00	Amount: \$ 153,772.50
Account/Grant/Program No:	FTE:	Amount: \$
(Must Equal Contract or Estimated Amount)		Total: \$ 153,772.50
Notes:		

**Compensation**

Start Date: 7/1/2014	Salary Amount: \$ 153,772.50 Paid on a pro-rated basis	Total Hours Authorized:
End Date: 6/30/2015	Stipends: \$	Weekly Hours Authorized:
Probation Ends: Click here to enter a date.	Other: \$	Hourly Rate: \$
	Total Contract: \$ 153,772.50 Paid on a pro-rated basis	(if applicable)
		Total Estimated: \$ 0.00
Salary Range: From: \$ To: \$		
Current Salary: \$ 151,500.00	Proposed Salary: \$ 153,772.50	Salary Increase \$ 2,272.50 Percentage: 1.50%
Budget Check: <i>[Signature]</i>	Job Title: <i>Budget Analyst</i>	Date: Click here to enter a date. 06/17/14
Completed By: Desirae Vigil	Job Title: Compensation Analyst	Phone: (505)747-5447
Employee Signature: <i>[Signature]</i>	Date:	Date: 6/14/2014
Executive Signature: <i>[Signature]</i>	Date: 7.7.14	

# NORTHERN New Mexico College



## STAFF CONTRACT

Northern New Mexico College hereby employs Domingo Sanchez III for the position of Vice President for Finance & Administration for the 2013-2014 fiscal year, or a portion thereof, beginning on July 1, 2013 and ending June 30, 2014 at a base salary of \$ 151,500.00 to be paid on a pro-rated basis.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

Domingo Sanchez III 7/1/13  
Staff Signature Date

Nay Rangel  
President Date

Banner ID: 000059743



# NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate  
Española, NM 87532

P.O. Box 160  
El Rito, NM 87530

## PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE			
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Termination
<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Employee Name: <u>Domingo Sanchez III</u>		Position Number: <u>102001</u>	Banner ID: <u>000059743</u>
Address: <u>                    </u>		City: <u>                    </u>	State: <u>                    </u> Zip: <u>                    </u> Social Security: <u>                    </u>
Phone: <u>                    </u>	DOB: <u>                    </u> 58	Gender: <u>M</u>	Ethnicity: <u>Hispanic</u> Highest Degree: <u>BS</u>
Emergency Contact Name: <u>                    </u>		Emergency Contact Phone: <u>                    </u>	
EMPLOYMENT INFORMATION			
Department: <u>Finance &amp; Administration</u>		Grant/Program Name: <u>                    </u>	
Reporting Official: <u>Dr. Nancy Barcelo</u>		Job Title: <u>Vice President of Finance &amp; Administration</u>	
		<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> TERM	
		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Effective Date: <u>07/01/2013</u>	Salary Amount: <u>\$151,500.00</u>	Hours Authorized: <u>                    </u>	
End Date: <u>06/30/2014</u>	Stipends: <u>                    </u>	Hourly Rate: (if applicable) <u>                    </u>	
Probation Ends: <u>                    </u>	Other: <u>                    </u>	Total Estimated: <u>                    </u>	
Range: <u>                    </u> Step: <u>                    </u>	Total Contract: <u>\$151,500.00</u>		
BUSINESS OFFICE			
Account/Grant/Program No: <u>11000-1020-61301-131</u> FTE: <u>100</u>		Amount: <u>\$151,500.00</u>	
Account/Grant/Program No: <u>                    </u> FTE: <u>                    </u>		Amount: <u>                    </u>	
Account/Grant/Program No: <u>                    </u> FTE: <u>                    </u>		Amount: <u>                    </u>	
(Must Equal Contract or Estimated Amount)		TOTAL <u>\$151,500.00</u>	
Action Reason: <u>                    </u>			
SIGNATURES			
Employee Signature <u>Domingo Sanchez III</u>		Date <u>7/1/13</u>	
Executive Signature <u>Nancy Barcelo</u>		Date <u>                    </u>	



## NORTHERN NEW MEXICO COLLEGE

### Staff Contract

Northern New Mexico College hereby employs Domingo Sanchez, III for the position of Vice President for Finance & Administration for the fiscal year, or portion thereof, beginning on July 1, 2012 and ending June 30, 2013 at an annual salary of \$150,000.00 to be paid in 24 installments, beginning on July 20, 2012.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probation staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.

*Nay Barcelo*

President

*7/12/12*

Date

*Domingo Sanchez*

Staff Signature

*2/12/12*

Date



**NORTHERN NEW MEXICO COLLEGE**  
**Staff Contract**

Northern New Mexico College hereby employs Domingo Sanchez III for the position of Vice President of Finance & Administration for the fiscal year, or portion thereof, beginning on January 1, 2012 and ending June 30, 2012 at an annual salary of \$46,875 (.625 FTE - (25 hrs/week) to be paid in 12 installments, beginning on January 20, 2012.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

If accepted this contract must be signed and received in the Office of Human Resources within 15 days of the date of signature of the President. Failure to comply with this requirement will result in the automatic termination of this offer.

All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

**OTHER CONDITIONS**

Wang Bonito  
President  
1/3/2012  
Date  
Domingo Sanchez III  
Staff Signature  
1/3/12  
Date





# NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate  
Española, NM 87532

P.O. Box 160  
El Rito, NM 87530

## PERSONNEL ACTION NOTICE

### EMPLOYEE PROFILE

☒ New ☐ Re-hire ☐ Transfer ☐ Termination ☒ Staff ☐ Faculty ☐ Student ☒ Exempt  
☐ Non-Exempt

Employee Name: Sanchez III, Domingo Position Number: 102001 Banner ID: 59743  
Address:                      City:                      State:                      Zip:                      Social Security:                       
Phone:                      DOB:        58 Gender: M Ethnicity: Hisp Highest Degree: B.S.  
Emergency Contact Name:                      Emergency Contact Phone:                     

### EMPLOYMENT INFORMATION

Department: Finance & Administration Grant/Program Name:                      Job Title: Vice President  
Reporting Official: Nancy Barcelo  
Effective Date: 1-1-12 Salary Amount: \$150,000 (pro-rated) ☐ Full-Time ☒ Part-Time  
End Date: 6-30-12 Stipends:                      Hours Authorized: 25 hr/wk  
Probation Ends:                      Other:                      Hourly Rate: (if applicable)                       
Range:                      Step:                      Total Contract:                      Total Estimated: \$46,875

### BUSINESS OFFICE

Account/Grant/Program No: 11000-1020-61301-141 FTE: .625% Amount: \$46,875  
Account/Grant/Program No:                      FTE:                      Amount:                       
Account/Grant/Program No:                      FTE:                      Amount:                       
(Must Equal Contract or Estimated Amount) TOTAL \$46,875

Notes:                     

### SIGNATURES

Employee Signature *Domingo Sanchez III* Date 1/3/12  
Executive Signature *Nancy Barcelo* Date 1/3/2012